

**Duty Statement**  
**California Government Operations Agency**  
**State of California**



☐ Current      ☐ Proposed

<b>Classification Title</b> Research Data Manager	<b>Division</b> Office of the Chief Data Officer
<b>Working Title</b> Statewide Data Programs Manager	<b>Office/Unit/Section</b>
<b>Position Number</b> 337-100-5740-001	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b>

## General Statement

The Government Operations Agency (GovOps) oversees ten different state departments, boards and programs: Department of Human Resources, State Personnel Board, Department of General Services, Franchise Tax Board, Department of Tax and Fee Administration, Department of Technology, Public Employees' Retirement System, Teachers' Retirement System, Office of Administrative Law, and Victim Compensation Board.

The mission of the Office of the Chief Data Officer is to empower use of data by ensuring the state has the infrastructure, processes, and people to manage, access, and use data efficiently, effectively, securely, and responsibly. By acting on our mission, we will realize our vision of better decisions, services, and outcomes for Californians through better use of data. Our goals and supporting strategic objectives are structured around the analogy that in order to successfully navigate the "data landscape" we need to intentionally build the roads, craft the rules of the road, and boost the drivers and transit riders. Much like in the real world, we want to avoid data roads that lead to nowhere, are poorly maintained, or confuse our drivers. Our virtual data world requires the planning and care that we put into the roads and bridges of the real world.

Under administrative direction the Statewide Data Programs Manager, will be responsible for day-to-day management of statewide data programs to accelerate and streamline data access, modernize data management and services, and accelerate excellent use of data in decision making.

You enjoy working across state entities to coordinate and align work. You enjoy managing a portfolio of programs and are adept at identifying opportunities to multiply impact across them. You thrive on managing complex meeting dynamics and stakeholder relationships. You have a successful track record of managing cross entity work. You excel at converting program ideas into executable plans that you deliver against with precision and speed. The following bullets capture you nicely:

- Service oriented with a passion for public service
- Enjoy navigating a portfolio of projects and developing lightweight plans
- Committed to the idea that shared data efforts will reap big rewards
- Passionate about improving use of data across the state of California

Duties include, but are not limited to, the following:

## Job Functions

[Essential (E) / Marginal (M) Functions]:

### **30%(E) Manage initiatives across state agencies and departments that will help the state improve data infrastructure and management at scale, including:**

- Manage and lead cross agency working groups to improve data management and establish data standards, including collection methods, quality, use, and access to data assets and help develop statewide resources to support.
- Manage cross functional authoritative data management efforts to identify authoritative data and ensure that it is well understood documented, and easily discoverable, accessible and help develop resources to support
- Assist with oversight of ongoing implementation of the statewide open data policy and suggest areas for improvement
- Support ongoing implementation of the interagency data exchange agreement and help develop resources
- Help lead the development of new statewide data standards, policies, procedures and guidelines consistent with all relevant rules, laws, and state regulations.

### **30% (E) Ensure that our data teams have access to the right resources and training:**

- Develop data analytics management tools and resources for statewide use, including ethical use of data throughout its lifecycle
- Market and promote data management tools and resources
- Develop and conduct training and workshops on the tools and resources available for statewide use.
- Help design and implement statewide data literacy program(s)
- Provide technical assistance and guidance to department partners helping them implement their own research data analytics function

### **20% (E) Fostering networks of good data practice is essential to making an impact at scale. You'll support our communities of practice including:**

- Manage data communities of practice by developing agendas and program plans, managing meetings, and overseeing follow-up activities
- Develop and manage communications and outreach for both internal and external communities of practice

### **15% (E) You will help accelerate use of advanced analytics across state entities by:**

- Helping solicit, define and refine data analytics projects with clients
- Manage data analytics projects from conception to implementation.
- Help develop and implement products, services, tools, or business process changes resulting from the analysis

**5% (E)** Develop key performance indicators and measures for monitoring data program efforts and oversee implementation of tools and resources for monitoring data program efforts.

## Supervision Received

The Statewide Data Programs Manager reports directly to the Statewide Chief Data Officer.

## Supervision Exercised

You will supervise a set of projects and programs The incumbent will supervise one Research Data Specialist III.

## Personal Contacts

As a Statewide Data Programs Manager you'll work with a broad range of stakeholders, including GovOps Agency staff, department and agency liaisons across the state, and with external partners and advisors.

## Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

## Other Information

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Sacramento, California and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. The duties of this position may be performed remotely.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>